

# LYNCHBURG CITY COUNCIL

## Agenda Item Summary

MEETING DATE: **January 27, 2004 Work Session**

AGENDA ITEM NO.: 1

CONSENT:

REGULAR: **X**

CLOSED SESSION:

(Confidential)

ACTION: **X**

INFORMATION:

ITEM TITLE: **Volunteer! Lynchburg Program**

RECOMMENDATION: Receive information and approve in concept the Volunteer! Lynchburg program.

SUMMARY:

The Volunteer! Lynchburg program has been created in response to City Council's desire to encourage citizens to take a more active role in local government through volunteering. The mission of Volunteer! Lynchburg is to respond to the needs of the community by promoting and facilitating volunteer involvement through the partnership of government, organizations, businesses, and individuals for personal and community enrichment.

Realizing the importance of partnerships with their citizens, numerous localities have initiated a volunteer program designed to increase citizen involvement in the day-to-day operation of their city's government. Volunteers use their talents, learn new skills, organize, counsel, facilitate, teach, and share. They volunteer in offices, in meeting rooms, on streets, and on trails. They are professionals, retirees, working folks, college students, families, singles, and youth. They volunteer as individuals or in groups. They give a day, a week, a month, or longer. Lynchburg City departments such as the Library, the Museum, and Parks & Recreation have already discovered the value that volunteers can contribute to their programs.

The challenges and additional responsibilities of our current economic situation give us an excellent opportunity to promote volunteerism in many areas. Some examples include: general office work, telephone reception, special projects, and Council appointed boards and commissions..

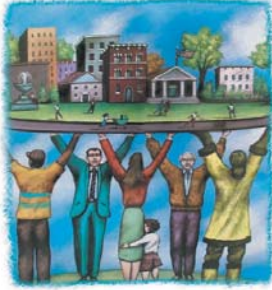
PRIOR ACTION(S): The volunteer initiative has been designed to compliment the successful Citizens Academy program as a way of promoting opportunities for citizens to become involved

FISCAL IMPACT: No current FY 2004 impact. Pending approval of the proposed FY2005, \$500 has been designated for printing and promotions and \$2,500 to fund City-wide volunteer recognition efforts.

CONTACT(S): JoAnn Martin 455-3801

ATTACHMENT(S): Volunteer! Lynchburg information from the City's web page  
Application for Volunteer! Lynchburg  
Application for Boards & Commissions

REVIEWED BY: lkp



## **Volunteer! Lynchburg**

### **Make a Difference in Lynchburg ...**

...share your special gifts, skills, abilities, and talents!

### **How?**

### **By Joining *Volunteer! Lynchburg* ...**

... a network of citizens who donate time and energy in a broad range of community services. From coaching and mentoring to neighborhood cleanup campaigns to companionship and advocacy for the elderly and youth, volunteers are making a difference in Lynchburg . Here are just a few areas you can help in:

Coaching  
Special Projects  
Tutoring Youth  
General Office Work  
Adopt-A-Trail  
Clerical Assistance

Litter Control  
Recycling Programs  
Neighborhood Watch  
After School Programs  
Tours  
Council Appointed Boards & Commissions

### **What is *Volunteer! Lynchburg*?**

It's a program organized by Lynchburg 's Citizens First Customer Service Division in response to City Council's initiative to more actively involve citizens in local government.

The mission of *Volunteer! Lynchburg* is to respond to the needs of the Lynchburg community by promoting and facilitating volunteer involvement through the partnership of government, non-profit organizations, business, and individuals for personal and community enrichment.

### **Who volunteers?**

Anyone who lives and/or works in Lynchburg and wants to make a difference in someone's life and in the overall quality of life in the City. That could be you! City volunteers include people who are:

- Self-employed
- Working flex-time
- Telecommuting
- Traditional office workers
- Professionals
- Skilled trades people
- Your friends
- Your neighbors

## What does it take?

As much or as little time as you have to offer. Volunteer opportunities range from one-time projects and special events to long-term commitments. You can choose from a variety of positions to fit your schedule and interests. Whether you have a few hours a year, month or week to contribute, we need your help. Some volunteer opportunities are listed on the left side of this page.

## Who benefits?

Every life you touch will benefit from the time, energy, interest, and friendship you share in the programs and activities of *Volunteer! Lynchburg*. And you, in turn, will benefit by:

- Making new friends
- Developing new skills
- Sharing new ideas and experiences
- Becoming a more active member of the community

## How to Contact *Volunteer! Lynchburg*

*Volunteer! Lynchburg* needs you! Download the [Volunteer! Lynchburg application form](#) and join today! For more information, contact LuAnn Hunt at...

**Communications and Marketing**  
**P.O. Box 60**  
**Lynchburg Virginia 24505**  
**Phone: 434-455-3800**  
**FAX : 434-847-2083**  
**E-mail: [luann.hunt@lynchburgva.gov](mailto:luann.hunt@lynchburgva.gov)**



**Please return this form to:**  
Communications and Marketing  
City of Lynchburg  
P.O. Box 60  
Lynchburg, VA 24505  
Fax: 434-847-2083  
For more information  
Call: 434-455-3800

## Volunteer Program Application

Lynchburg's volunteer program gives citizens the opportunity to become actively involved with various activities in City government. The program is designed to increase citizen involvement in the day-to-day operations of your city's government. You can use your talents, learn new skills, organize, facilitate, teach and share. Who can volunteer? Just about anyone—Professionals, retirees, craftspeople, secretaries or skilled laborers, college students, families, singles, and youth. You can volunteer as an individual or in a group. You can give a day, a week, a month, or longer.

### I'm ready ... sign me up:

Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
City: \_\_\_\_\_ Zip: \_\_\_\_\_ e-mail: \_\_\_\_\_

### Tell us about yourself:

Work Experience: \_\_\_\_\_  
\_\_\_\_\_

Education: \_\_\_\_\_

Previous Volunteer Experience: \_\_\_\_\_  
\_\_\_\_\_

My Age Group: ☐ under 20 ☐ 21-30 ☐ 31-40 ☐ 41-50 ☐ 51-60 ☐ over 60

Times Available for Volunteer Work: Please check all that are applicable)

Day	Morning	Afternoon	Evening
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

What do you hope to gain from your volunteer experience?

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(over)

**I am interested in volunteering for the following:**

- |  |  |
|--|--|
| <input type="checkbox"/> Adopt a Trail Program                       | <input type="checkbox"/> Parks and Recreation Nature Center      |
| <input type="checkbox"/> After School Program                        | <input type="checkbox"/> Project Double Team Mentoring           |
| <input type="checkbox"/> Coaching Youth Sports                       | <input type="checkbox"/> Purging Files                           |
| <input type="checkbox"/> Computer Database Operation                 | <input type="checkbox"/> Recreation Programs                     |
| <input type="checkbox"/> Cooking (prepare lunch at Crossroads House) | <input type="checkbox"/> Recycling Program                       |
| <input type="checkbox"/> Fire Department Tours/Education             | <input type="checkbox"/> Scanning Documents for Image Conversion |
| <input type="checkbox"/> General Office Work                         | <input type="checkbox"/> Special Projects/Mailings               |
| <input type="checkbox"/> Keep Lynchburg Beautiful Commission         | <input type="checkbox"/> Teaching Life Skills to Youth           |
| <input type="checkbox"/> Litter Control Program                      | <input type="checkbox"/> Telephone/Office Reception              |
| <input type="checkbox"/> Mechanics (Fire department)                 | <input type="checkbox"/> Tutoring Youth                          |
| <input type="checkbox"/> Neighborhood Watch (Police Dept.)           | <input type="checkbox"/> Youth Day of Caring                     |
| <input type="checkbox"/> Operation Smoke Detector (Fire Dept.)       |  |

**☐ City Council Appointed Board or Commission (Please see Board/Commission Application)**

**Window of Work**

Didn't see anything of interest on the list? Completing this simple form will help us to quickly identify your particular skills, knowledge, and capabilities and to match you with a volunteer opportunity to consider.

<b>My Talents</b>	<b>My Quests</b>	<b>No-Nos</b>
Special skills, talents, interests you like to use:	Areas that you would like to learn more about:	Please don't ask me to do any of these:
Examples: <ul style="list-style-type: none"> <li>• Typing</li> <li>• Talking to people</li> <li>• Working with youth</li> <li>• Administrative duties</li> </ul>	Examples: <ul style="list-style-type: none"> <li>• Computers</li> <li>• Bookkeeping</li> <li>• Chairing a committee</li> <li>• History of organization</li> </ul>	Examples: <ul style="list-style-type: none"> <li>• Public speaking</li> <li>• Working with youth</li> <li>• Work with computers</li> </ul>
Things you do well and enjoy doing. Don't hesitate to list something. You'd be surprised how your talents can be utilized.	List areas of interest that you may not have the skills to perform, but you would enjoy learning more about.	List those things that you really don't want to do.



# Boards & Commissions Application Form

Completing this form is one way to indicate your interest in being considered for appointment to some of the Boards, Commissions and Committees appointed by the City Council. All appointments remain at the discretion of the City Council. Please complete and mail this form to: City of Lynchburg, Attn: Patricia W. Kost, Clerk of Council, P. O. Box 60, Lynchburg, VA 24505 or fax to (804) 847-1536.

\_\_\_\_\_  
Date

Mr. \_\_\_\_\_  
Mrs. \_\_\_\_\_ Name: \_\_\_\_\_  
Ms. \_\_\_\_\_

Application for: List a maximum of three (3) Boards or Commissions on which you are interested in serving.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Home Address: \_\_\_\_\_ (Zip) \_\_\_\_\_

Occupation: \_\_\_\_\_ Employed by: \_\_\_\_\_

Home Phone No.: \_\_\_\_\_ Business Phone No. \_\_\_\_\_

Fax No. \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Do you live in the City of Lynchburg? Yes ☐ No ☐ Ward No. \_\_\_\_\_

Are you currently a member of a City Board, Commission, Committee or Authority? Yes ☐ No ☐

If yes, list the Board(s): \_\_\_\_\_

What talent(s) and/or experience can you bring to the Board(s)?

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What do you feel you can contribute to the Board(s) and to the community that may not be evident from information already on this form?

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Please use this space for any additional information you would like to provide:

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A resume or separate sheet with additional information may be included.

Attendance requirements: City Council requires appointees to attend at least 75% of the yearly committee meetings. Absences may be excused because of personal illness or serious illness of members of the immediate family, death of a family member, unscheduled or unforeseen business trips, and emergency work assignments only. All other absences are recorded as unexcused.

In light of the above, will you be able to attend at least 75% of the regular meetings of the boards to which you may be appointed? Yes ☐ No ☐

## CITY OF LYNCHBURG BOARDS/COMMISSIONS

AGING COMMISSION (AND ITS ADVISORY COUNCIL)—Provides counseling regarding numerous senior citizen programs; assists in the operation of many programs essential to the health and welfare of senior citizens; works to eliminate social and economic barriers for the elderly.

AIRPORT COMMISSION—Assists the city in planning, organization, direction and administration of the Lynchburg Regional Airport.

BUILDING CODE APPEALS BOARD—Considers variances, changes or adjustments in the City Building Code or the Fire Prevention Ordinance; hears appeals from owners of buildings and determines whether such buildings should be repaired, vacated or demolished in compliance with Code requirements.

COMMUNITY CABLE ADVISORY COMMITTEE—Adopts administrative policies and procedures for programming, scheduling and other aspects regarding community antenna television franchise.

CITY EMPLOYEES APPEAL BOARD—Resolves any Step IV Grievance as provided for by the City's Employee Grievance Procedure.

COMMUNITY COLLEGE BOARD—Functions as an advisory body for the people in the college's service area with the State Board for Community Colleges, the Virginia Community College System administration and the College administration; makes recommendations regarding state and local funds budgets, long-range planning and curriculum; appoints curriculum advisory committee members; establishes regulations on student conduct.

COMMUNITY SERVICES BOARD OF CENTRAL VIRGINIA—Provides services for mental health, mental retardation and substance abuse through the role of advisor, service provider, fund raiser, educator, community organizer, planner, advocator and consultant; reviews existing programs and initiates new programs.

DESIGN REVIEW BOARD—Reviews/reports to Council regarding all planned unit developments, cluster commercial developments, and state- and federally-assisted housing proposals.

DISABILITY SERVICES BOARD—Created to stimulate public awareness and enhance local government interest in disability issues.

HISTORIC AND ARCHITECTURAL REVIEW BOARD—Protects and preserves the historic areas of the City; reviews requests for erection, reconstruction, alteration or demolition affecting any structure on the Historic Buildings Map or in a Historic District.

INDUSTRIAL DEVELOPMENT AUTHORITY BOARD—Assists in promoting industry and developing trade in the area through financial assistance to new and existing industries.

KEEP LYNCHBURG BEAUTIFUL COMMISSION—Plans and coordinates the City's beautification efforts; promotes cooperation among public and private citizens and organizations; conceives and receives ideas for projects; follows through primarily with private funds.

LYNCHBURG BUSINESS DEVELOPMENT CENTRE BOARD—Administrative body that governs the existing Lynchburg Business Development Centre or "business incubator" as well as the Small Business Development Center.

MARTIN LUTHER KING, JR./LYNCHBURG COMMUNITY COUNCIL—Develops and maintains the Center for Human Rights and recommends appropriate community observances around the national holiday honoring Dr. King.

MUSEUM ADVISORY BOARD—Sets museum policy; prepares development and program plans; coordinates financial support and participation in many specific activities; reviews policy and planning of the Museum System member organizations.

PARKING AUTHORITY—To develop plans for and to coordinate the development and use of sufficient off-street public owned parking facilities in the City and as necessary to acquire, construct, reconstruct, equip, improve, extend, enlarge, maintain, repair and operate off-street parking facilities.

PLANNING COMMISSION—Acts in an advisory capacity to City Council in planning the development of the City (subdivisions, rezonings, parks, etc.).

REDEVELOPMENT & HOUSING AUTHORITY BOARD—Administers housing assistance programs as a political subdivision of the Commonwealth; conducts programs of urban renewal and housing rehabilitation in designated neighborhoods.

SCHOOL BOARD—Employs teachers and other personnel; provides buildings and equipment; operates a transportation system; determines educational policies; disburses all school funds—all subject to state laws, the general supervision of the Board of Education and upon recommendation of the division superintendent.

SOCIAL SERVICES ADVISORY BOARD—Interests itself in all matters pertaining to the citizens' social welfare; monitors the formulation and implementation of social welfare programs; makes recommendations on policy matters concerning the Human Services Department.

TRANSIT COMPANY BOARD—Formulates policies and operating procedures for and offers general supervision of a professional transit management company providing bus service.

TRANSPORTATION SAFETY COMMISSION—Recommends plans for highway safety programs and reviews operation and effect of such programs.

TRAVEL ADVISORY COMMITTEE—Responsible for advising the Greater Lynchburg Chamber of Commerce on the operation of the Travel/Tourism Development Program for the purpose of developing travel and tourism in the Lynchburg area.

VASAP BOARD—Provides probation, education and rehabilitation of those persons charged with a violation of Section 18.2--266 of the Code of Virginia.

YOUTH SERVICES CITIZENS BOARD—Advises City Council in all youth delinquency prevention and treatment matters; furnishes policy guidance and operates Lynchburg Youth Services; advises City Administration in the operation of several youth treatment facilities.